SIS Web Faculty Users' Guide

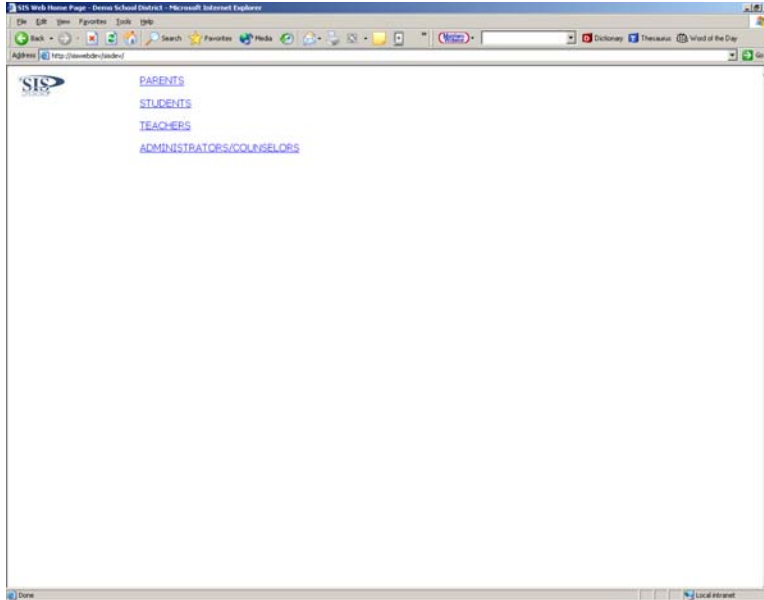# SIS Web Faculty Users' Guide

Logging In

You can access the SIS Web application with the address provided by your district in an Internet browser.

You will see four links, Parents, Students, Teachers, and Administrators/Counselors, from which to choose, depending on your role. (Figure 1)
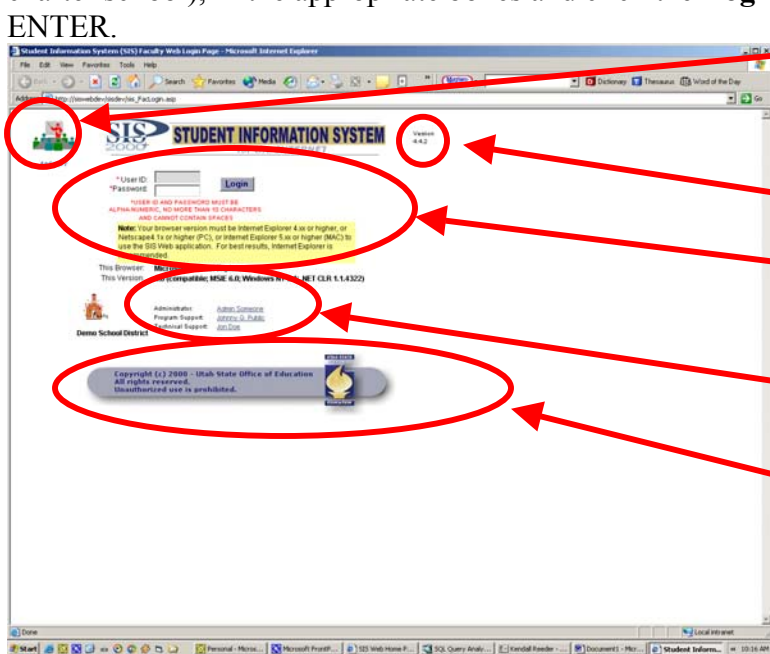

Figure 1

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Click on the appropriate link. The SIS Faculty Login page will appear. (Figure 2)

Log in by typing your numeric User ID and password, supplied by the school, district (or charter school), in the appropriate boxes and click the **Login** button (ALT+L), or ENTER.

Shows which interface you're using

Shows version number

Enter your numeric User ID and password

Email address links to SIS support

Click to link to the Utah State Office of Education website

Figure 2

Home Page and Menus

If you have successfully logged-in, you should see a home page, (figure 3), with several links and menu items to the different areas of the teacher application. There is also your name, current date, print button, and logout buttons across the top. The upper right hand corner contains a clock that will "log out" of the SIS system if your computer remains idle for a specified time (30 minutes, default).
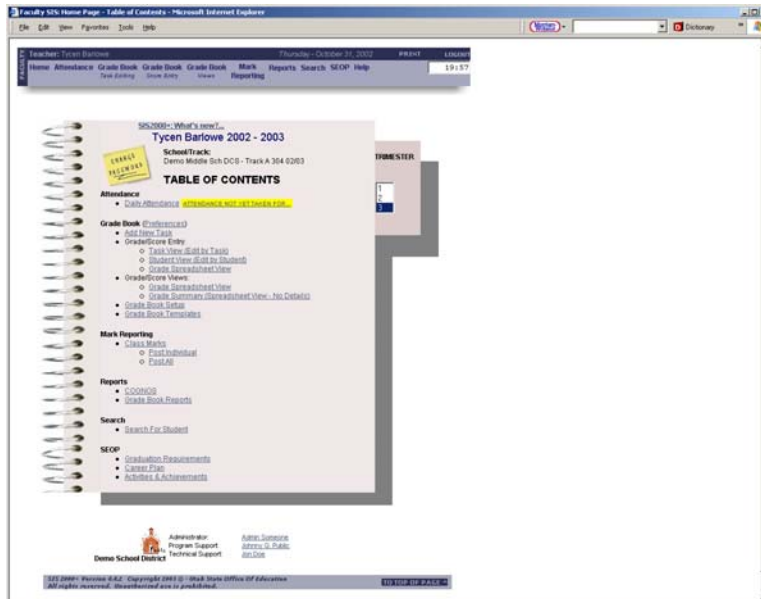
Figure 3

The bottom of the home page, and all other pages, has SIS support email links, a link to the USOE website, and a link to "bounce" you to the top of the page, should you scroll down past the page length.

Attendance

Daily Attendance

The home page will display a link (highlighted in yellow) saying if you have not taken attendance for any classes for a particular school day (figure 4).

Figure 4

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Click the link to see for which classes you have not posted attendance (figure 5), and click on the attendance link or menu item to go to the attendance page.
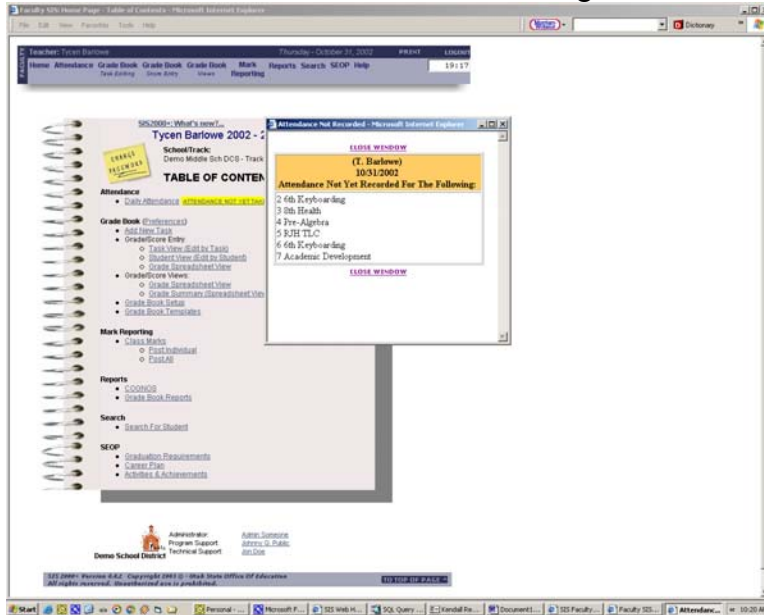

Figure 5

A message box below the menu will indicate if attendance has or has not been taken for the class. Use the class combo box and date combo box/**Go To Date** button to the desired class/date. An asterisk will appear before those classes for which attendance has not yet been taken. (Figure 6)
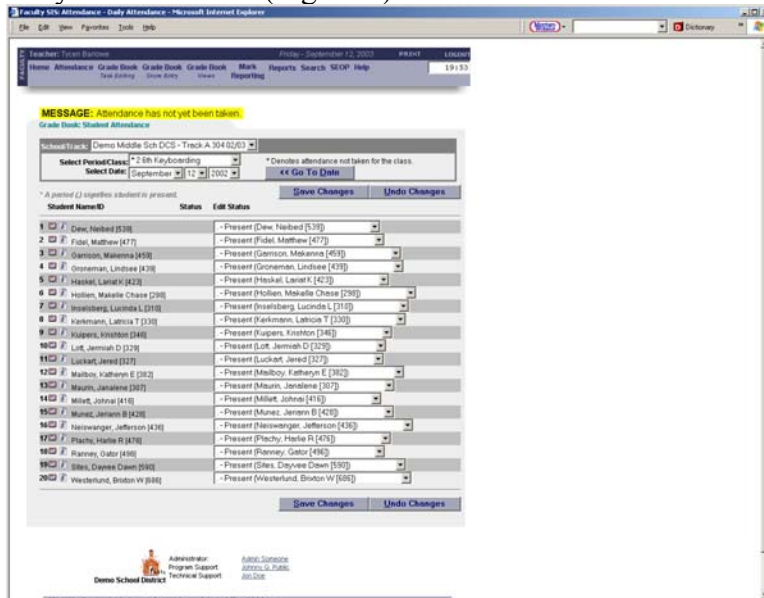

Figure 6

Use the mouse, TAB/SHIFT+TAB, and/or ENTER keys to navigate through the students' absence codes. Click the **Save Changes** button (ALT + S) to save attendance. (Figure 7)
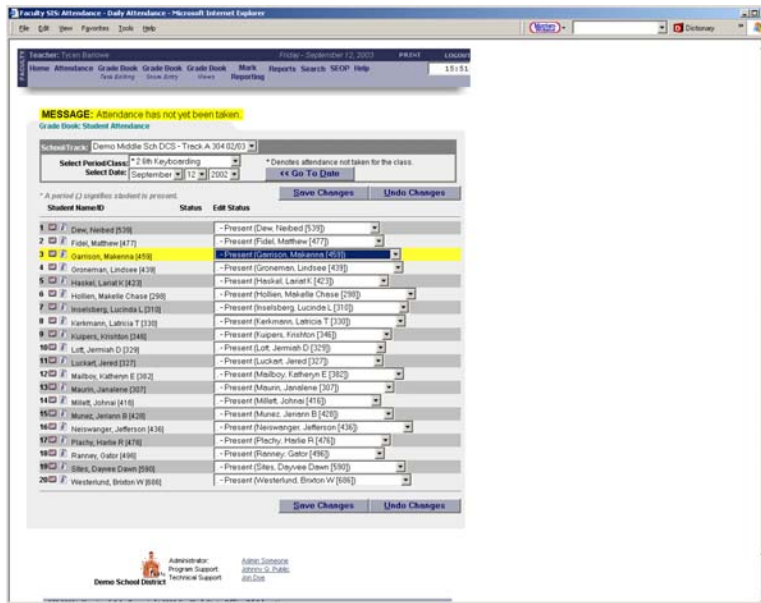
Figure 7

The message will indicate that attendance has been saved, and the corresponding attendance codes will appear to the right of the students' names (Figure 8).
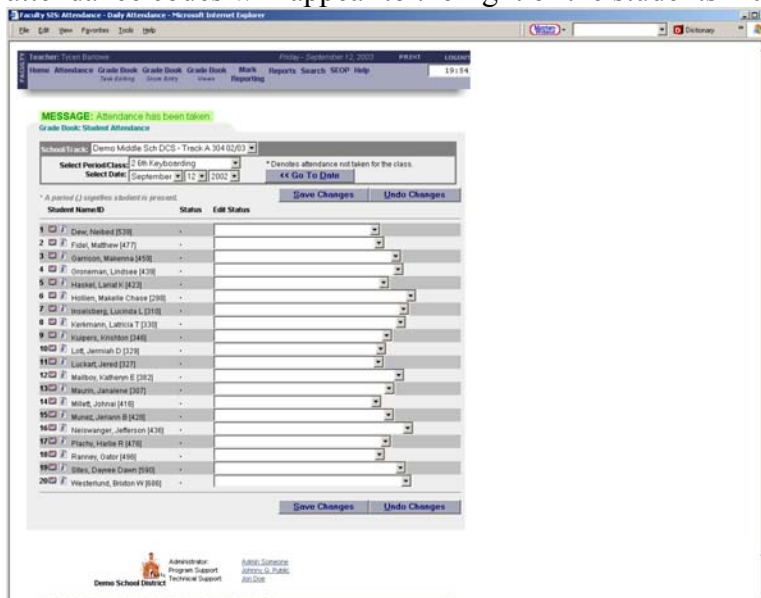

Figure 8

Grade Book

Grade Book Setup

Typically, the following format is used when setting up a grade book (Figure 9):

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- CLASS (BEG.COMPUTERS)
  - SUBJECT 1 (ACADEMIC)
    - CATEGORY 1 (HOMEWORK)
      - TASK 1 (COMPUTER HARDWARE)
      - TASK 2 (BINARY NUMBERS)
      - TASK 3 (COMPUTER SOFTWARE)
      .
      .
      .
    - CATEGORY 2 (QUIZZES)
      - TASK 1 (WEEK 1)
      - TASK 2 (WEEK 2)
      - TASK 3 (WEEK 3)
      .
      .
      .
    - CATEGORY 3 (TESTS)
      - TASK 1 (MIDTERM)
      - TASK 2 (FINAL)
      .
      .
      .
  - SUBJECT 2 (CITIZENSHIP)
    - CATEGORY 1 (CITIZENSHIP)
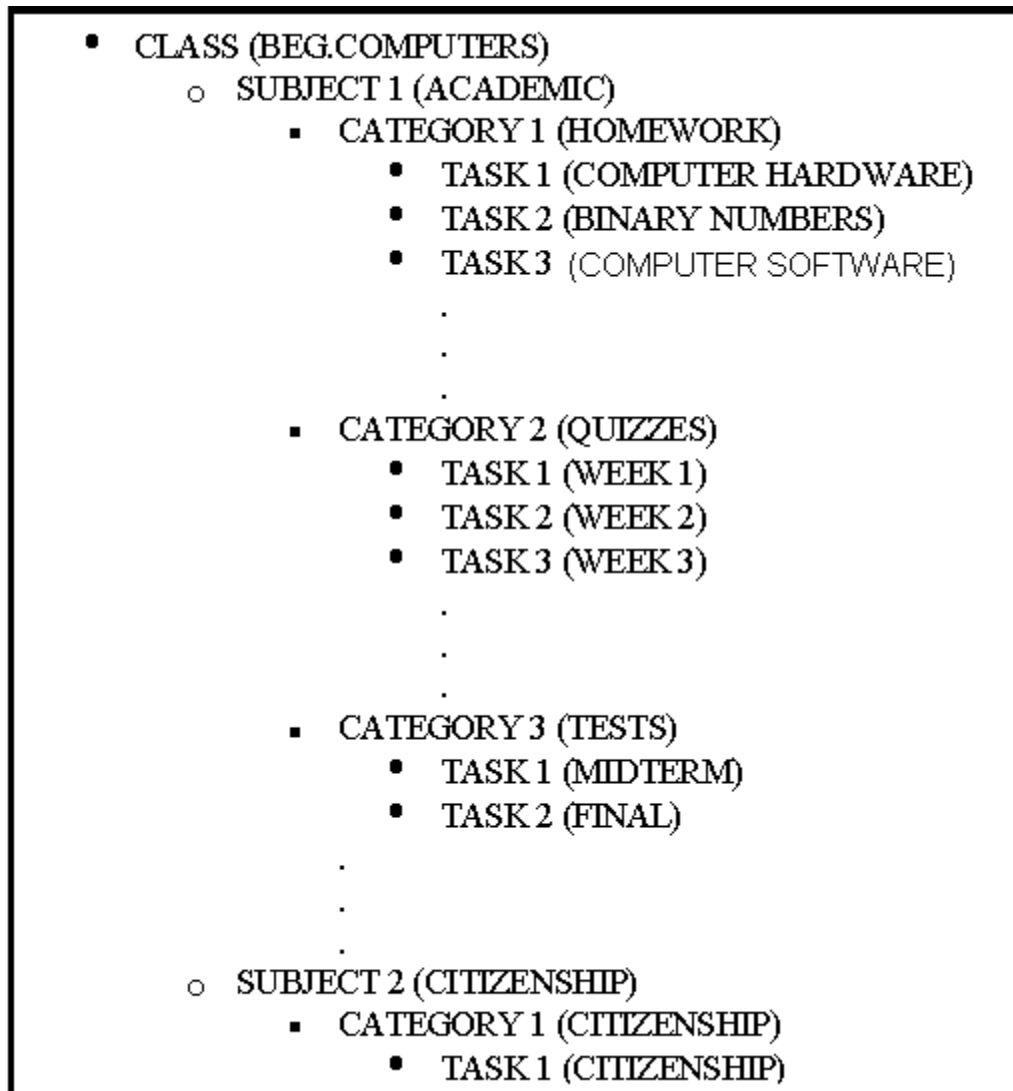   - TASK 1 (CITIZENSHIP)

Figure 9

Click on the ***Grade Book Setup*** link or menu item under ***Grade Book Task Editing*** to go to the Grade Book Setup page (Figure 10). Select the appropriate track, term and class from the combo box at the top of the page.
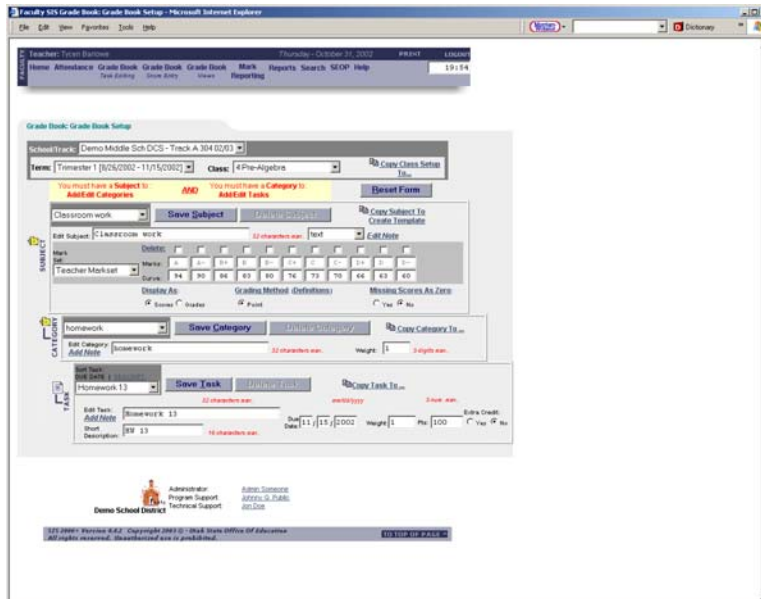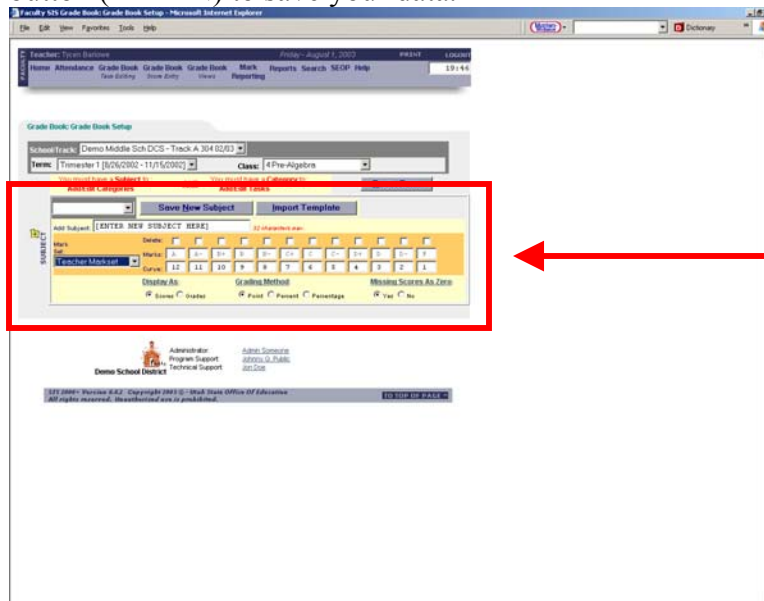
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Figure 10

Select *Add New Subject* from the subject combo box. Here is where you will enter subject(s) and corresponding parameters (like mark set, display type, grading method, missing scores as zero, and subject notes) (Figure 11). Click on the **Save New Subject** button (ALT+N) to save your data.

Subject section

Figure 11

Select *Add New Category* from the subject combo box. Once you've finished entering subject information, you will want to add the categories for that subject (e.g. Homework, Quizzes, Tests, etc.) and corresponding parameters (category weight and category notes) (Figure 12). Click on the **Save New Subject** button (ALT+N) to save your data.
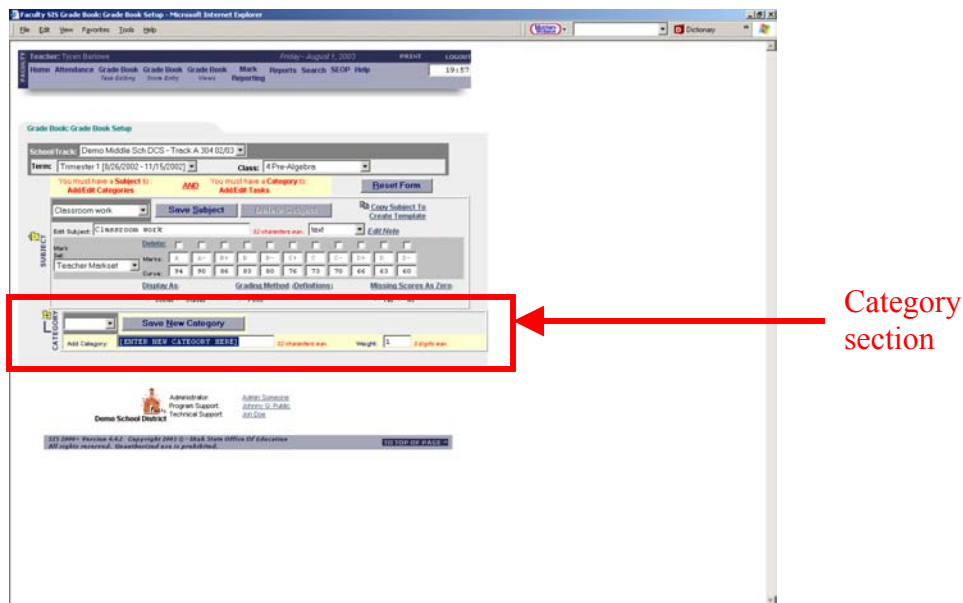
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Figure 12

The basic structure of the grade book is now ready. Select *Add New Task* from the subject combo box. You can begin entering tasks that fall within their appropriate categories. Add the tasks for that category (e.g. Chapter 1 Questions, How Binary Numbers Work, Hardware vs. Software, etc.) and corresponding parameters (task due date, task weight, task points possible, task short description, and whether or not the task is extra credit) (Figure 13). Click on the **Save New Task** button (ALT+N) to save your data.
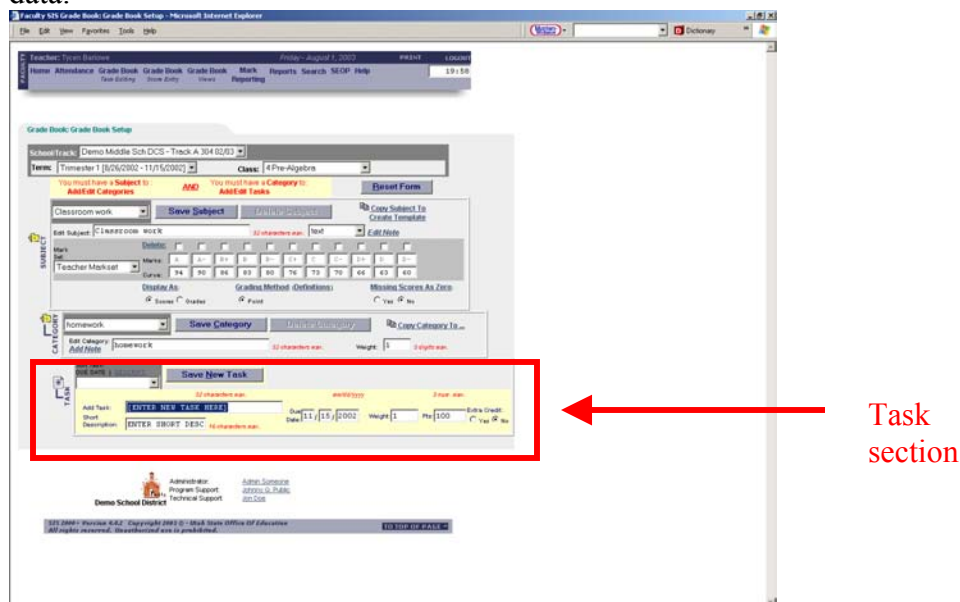

Figure 13

Tasks can be entered at any time--now, in advance, or as you're assigning and/or grading tasks. The Add New Tasks page looks similar to the Grade Book Setup page, but has only task detail (Figure 14).
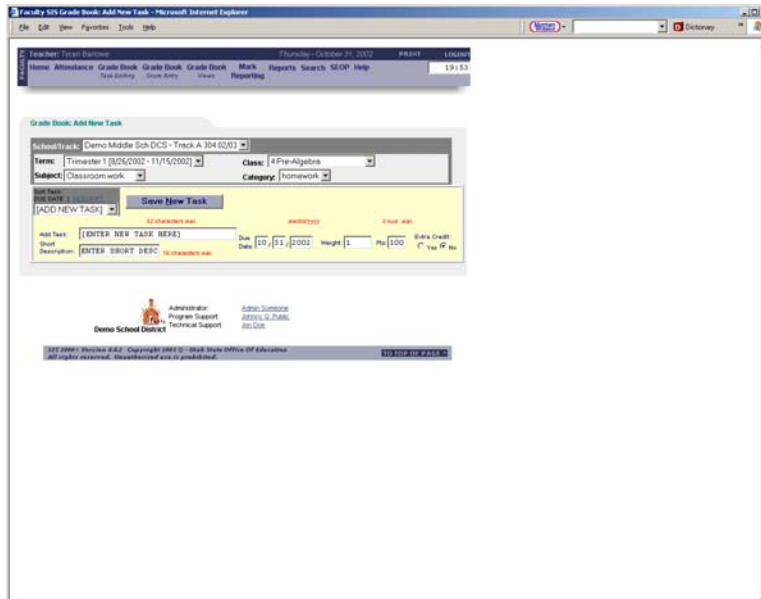
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Figure 14

Grade/Score Entry

There are essentially three ways enter grades/scores for your students: by task (Edit by Task) (Figure 15), by student (Edit by Student) (Figure 16), and by task or student (Grade Spreadsheet View) (Figure 17).
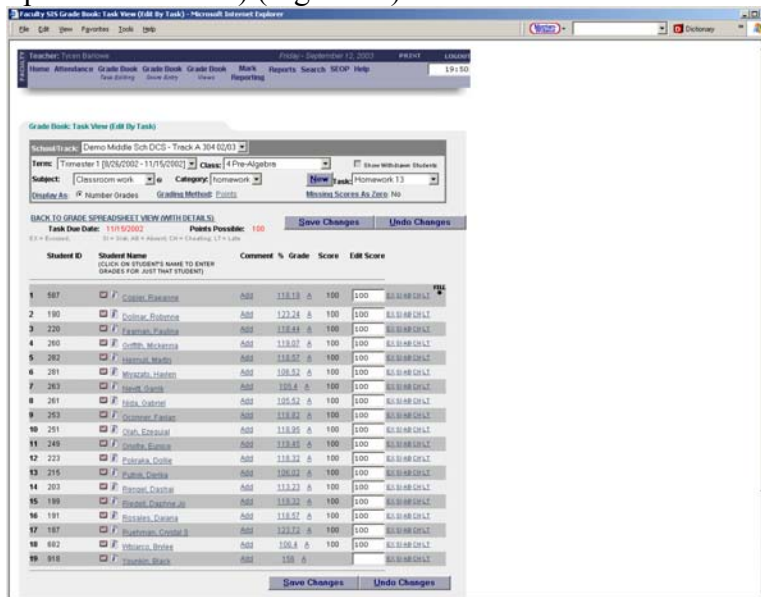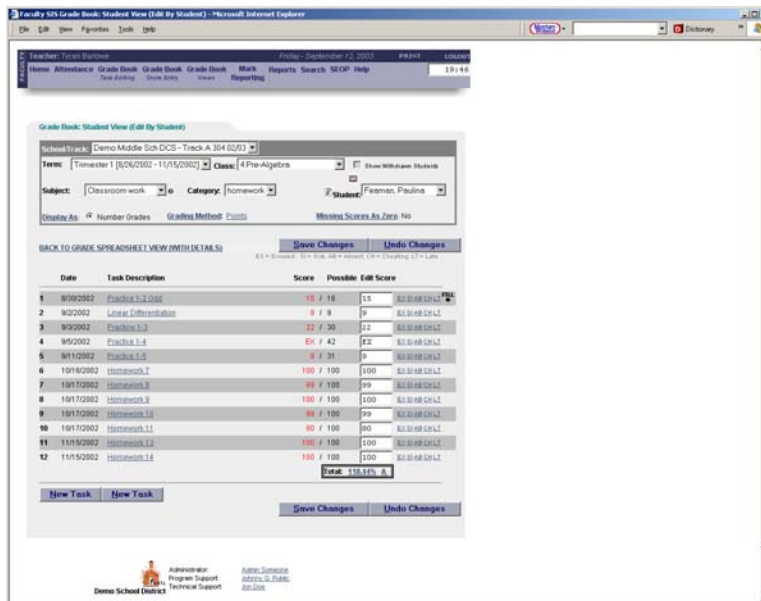

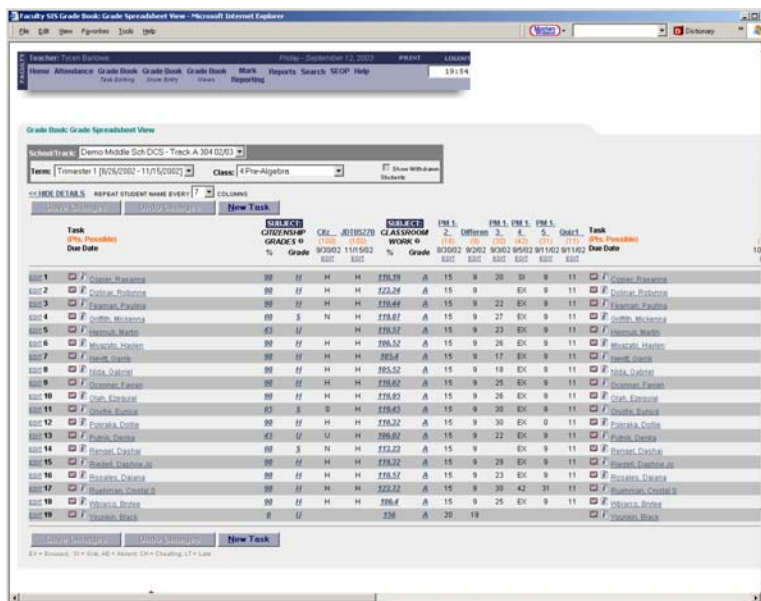**Figure 15**

Figure 16

Figure 17

Go to the appropriate text box or combo box for the desired task or student and enter the desired score/grade (Figure 18). (If all students received the same score/grade there is a "FILL" button that will put the score from the top box in the remaining boxes (Figure 19). The current student or task will be highlighted in yellow (Figure 18).
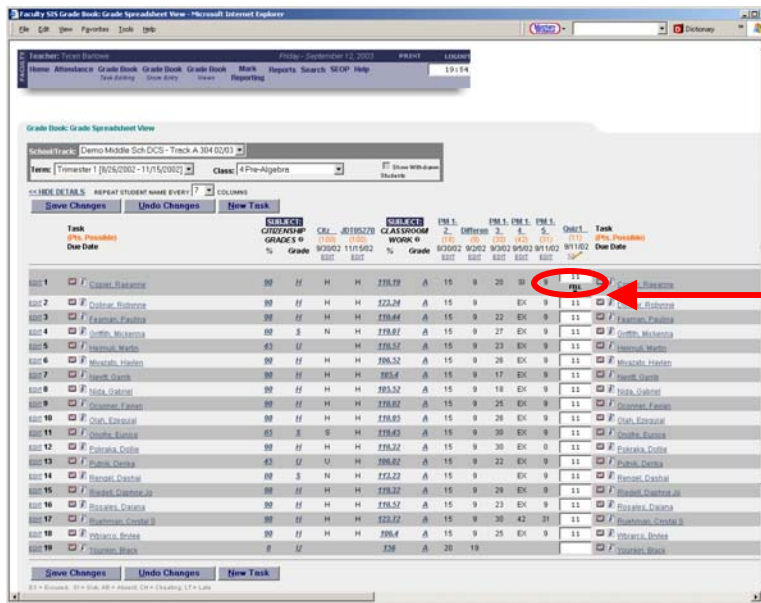
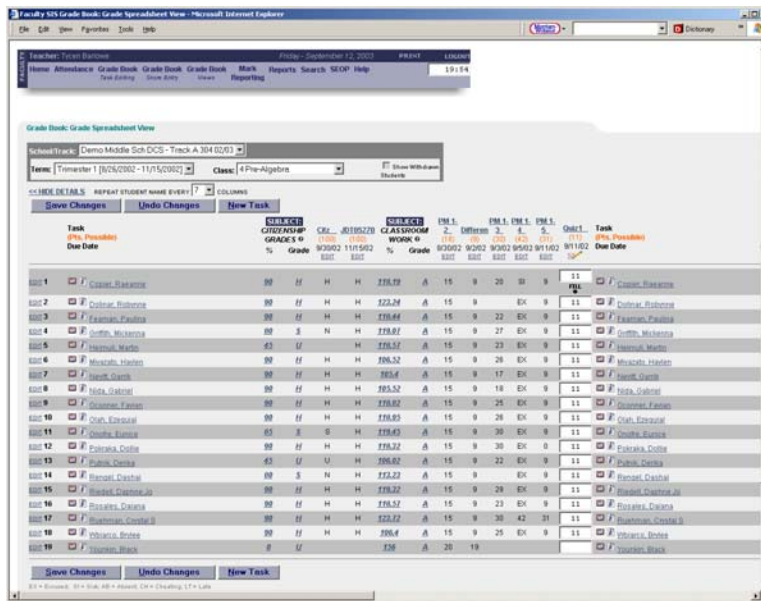# SIS Web Faculty Users' Guide

Figure 18

Figure 19

Click on the **Save Changes** button (ALT+S) to save the scores and continue the process for other tasks and/or students. A green message will indicate that scores/grades have been saved (Figure 20).
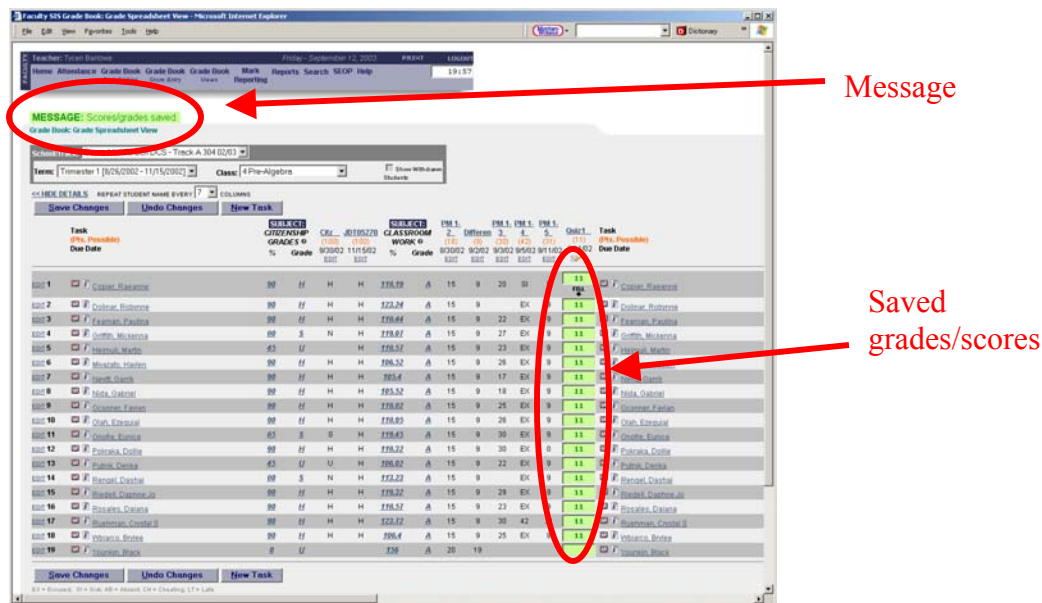
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Figure 20

To add a new task while entering scores click on the New Task button and the Add New Task Window will appear (Figure 21).
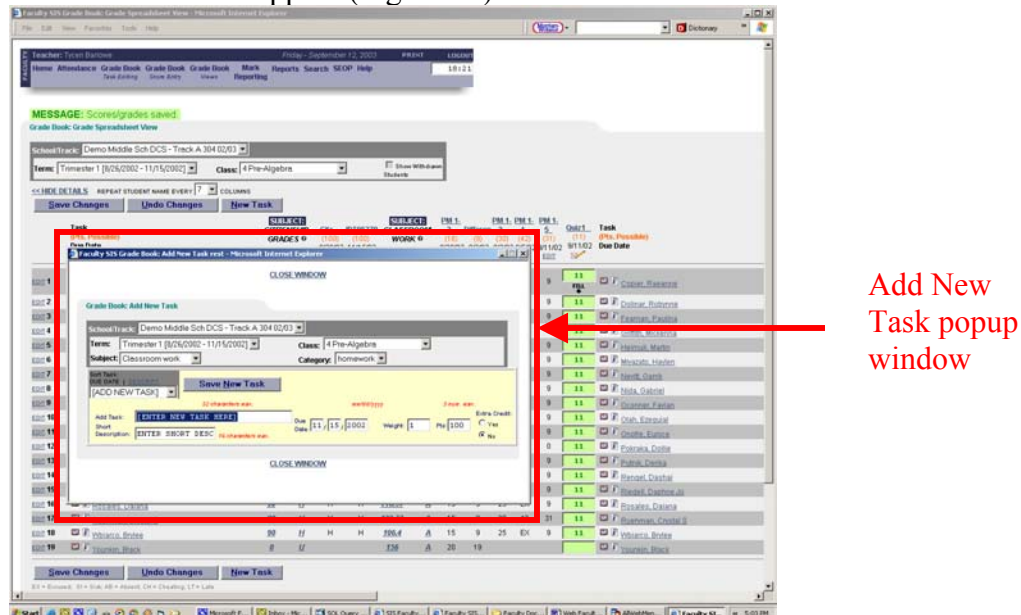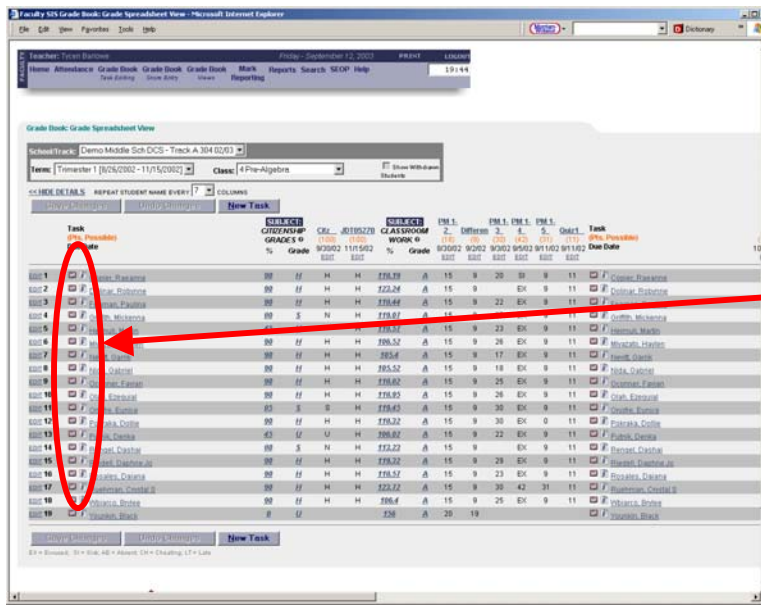

Figure 21

Misc.

Many of the pages within the faculty portal contain small icons that link to other information (Figure 22).
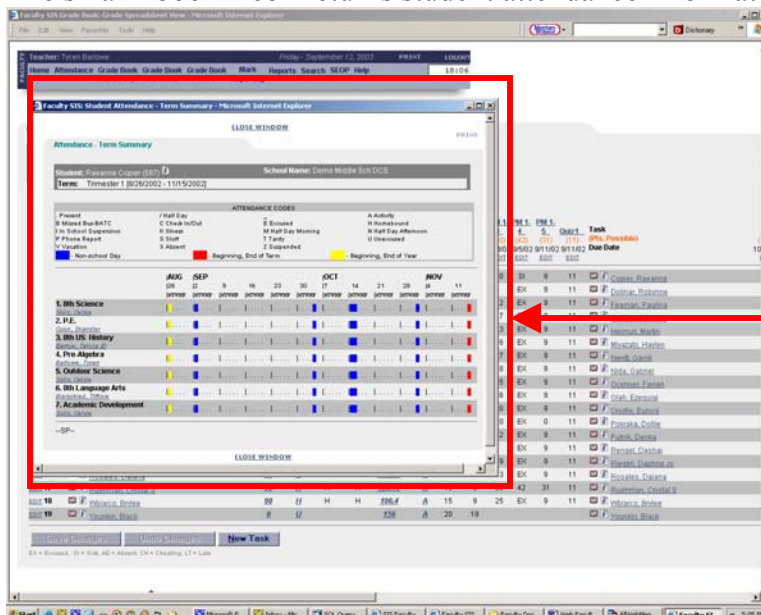
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Figure 22

Student Profile and Attendance icons (links)

The small "book" icon returns student attendance information when clicked (Figure 23).

Attendance information

Figure 23

The small "information page" icon returns demographic, contact, and, if applicable, health and behavior information (Figure 24).
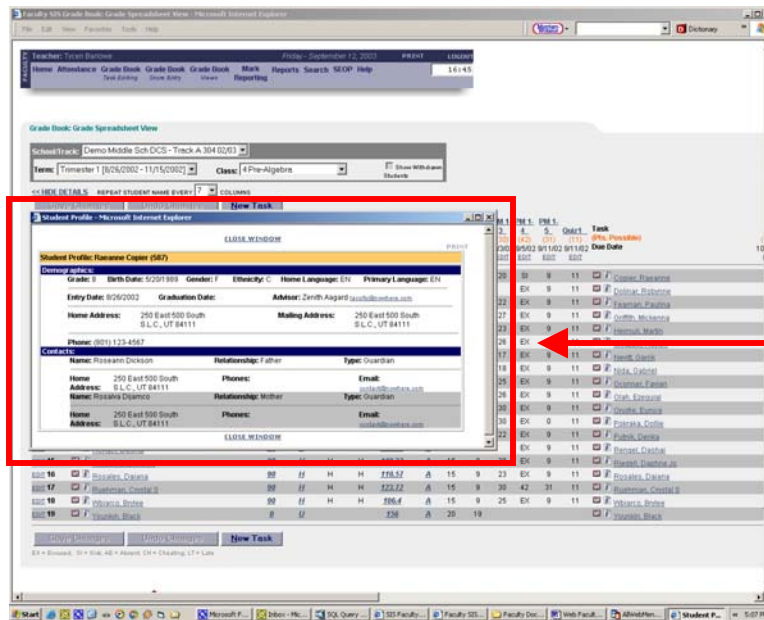
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Demographic and contact information

Figure 24

Mark Reporting

When the appropriate time comes, you can post your scores/grades to mark reporting to create progress reports and end-of-term final reports. You can post them individually (Figure 25) or all at once (Figure 26). Check the classes/subjects that you want to post, and then click the **Post** button (ALT+P). A message will display saying whether or not the grades have been posted.
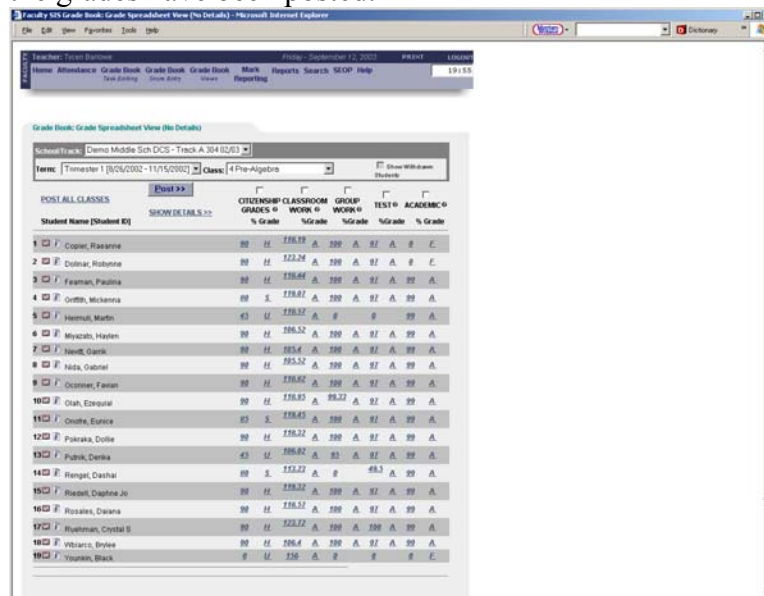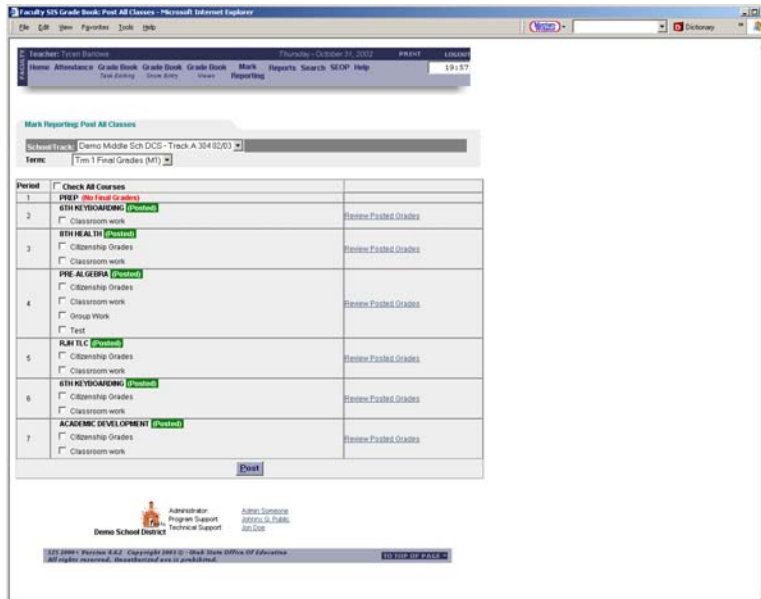

Figure 25

Figure 26

Any changes or enhancements that need to be made to the marks can be done on the
Class Marks page (Figure 27). Click the **Edit** link for the corresponding student and fill
in the desired fields. Click the Save button (ALT+S) to save your changes.
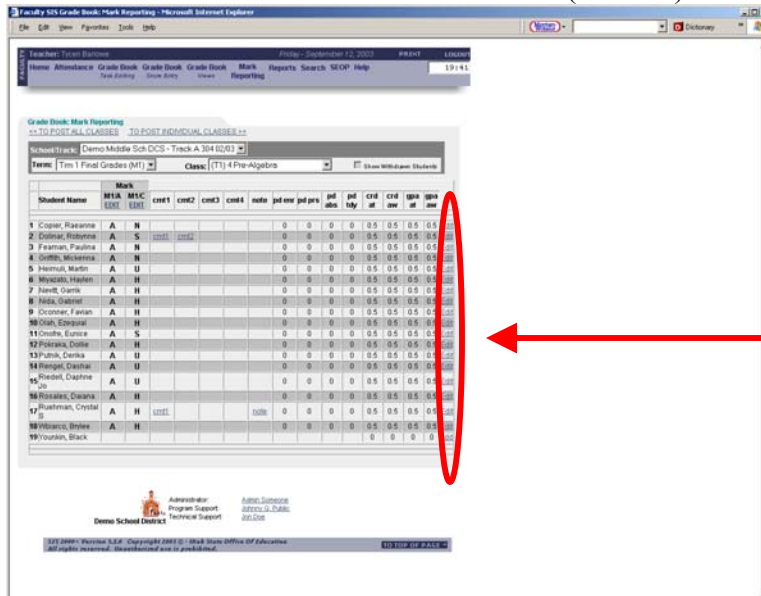

Edit links

Figure 27

Reports

There are a handful of grade book reports available to teachers. You should simply
follow the three steps listed on the Reports page: 1) Select which report you want to run

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(Figure 28), 2) Select which options you want for that report (Figure 29), and 3) Click the Build Report button (ALT+B) (Figure 30).
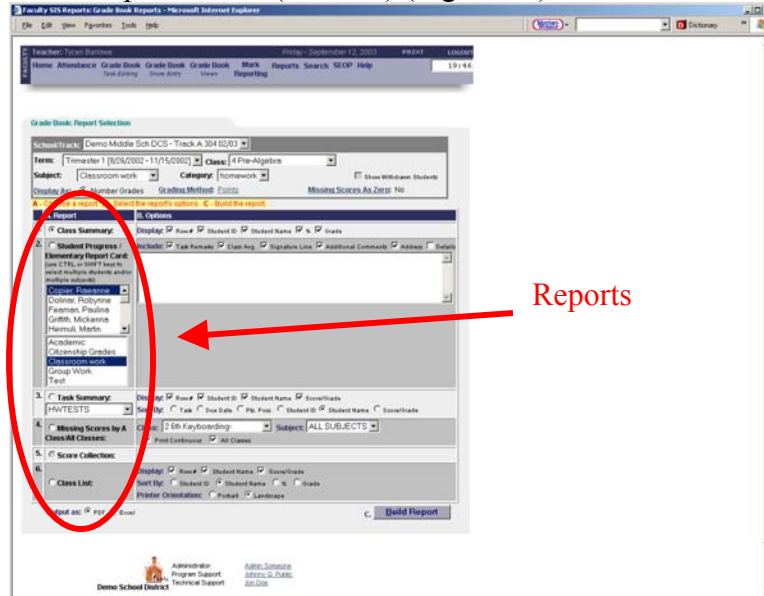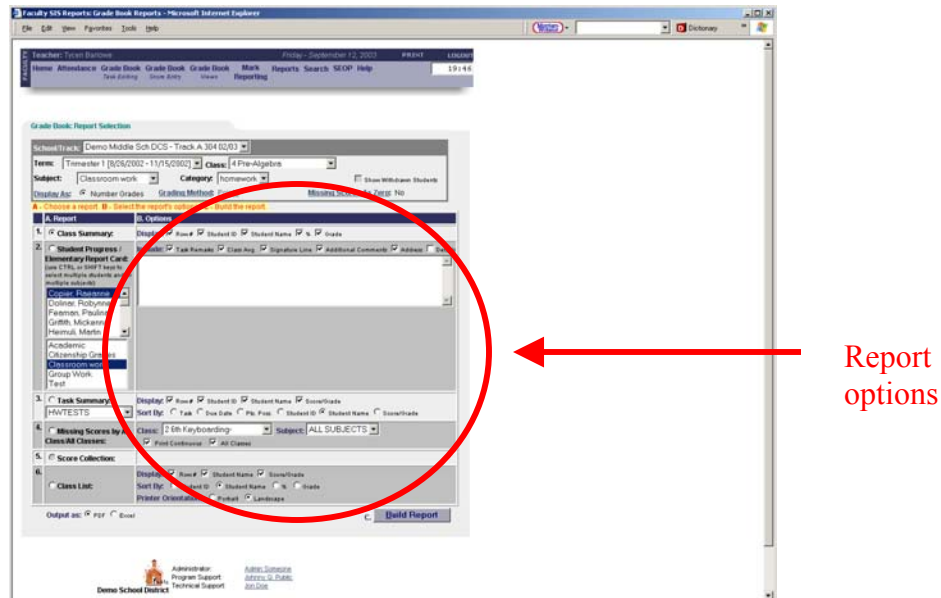

Figure 28

Figure 29

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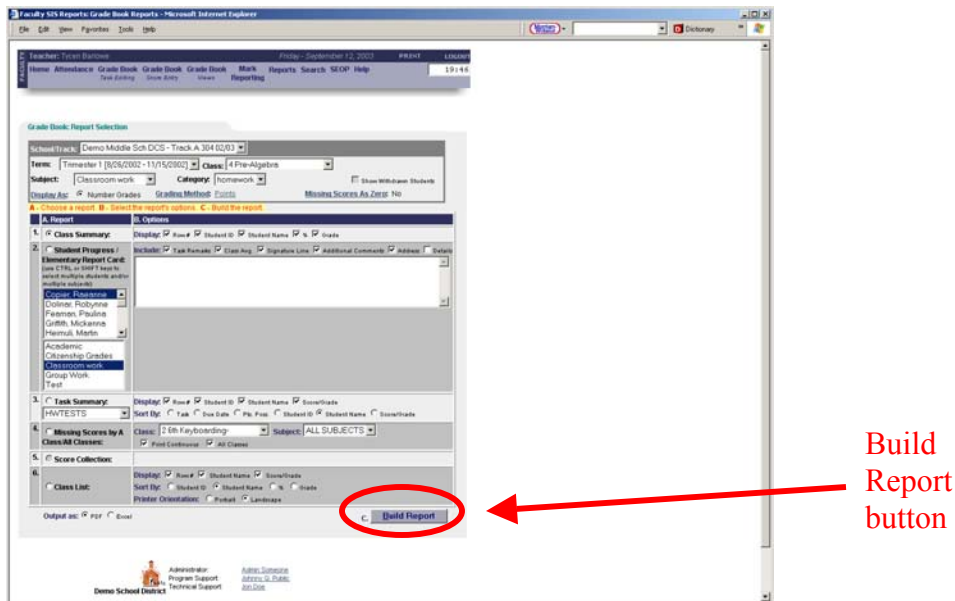

Build Report button

Figure 30

All reports will be in Portable Document Format (PDF) and appear in an Adobe Reader window (Figure 31). (You will need the free Adobe Reader to view the reports.)
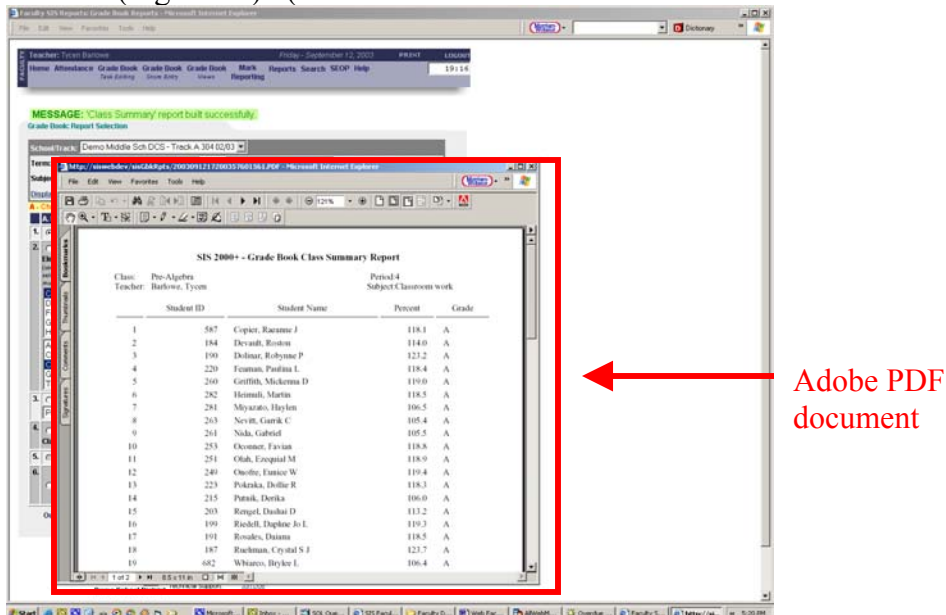

Adobe PDF document

Figure 31

Some reports can be exported to Microsoft Excel, if you have it installed on your machine (Figure 32).

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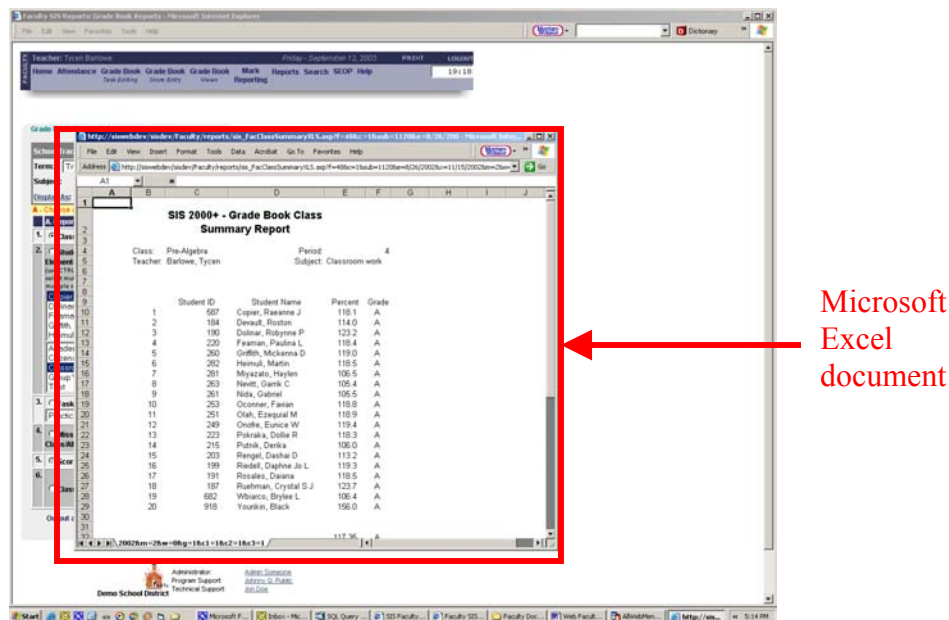

Microsoft Excel document

Figure 32

Search

You can search for demographic information, contact information, and attendance information for those students you teach. Select the desired search criteria and click on the Search button (ALT+S) to retrieve those students you want (Figure33).
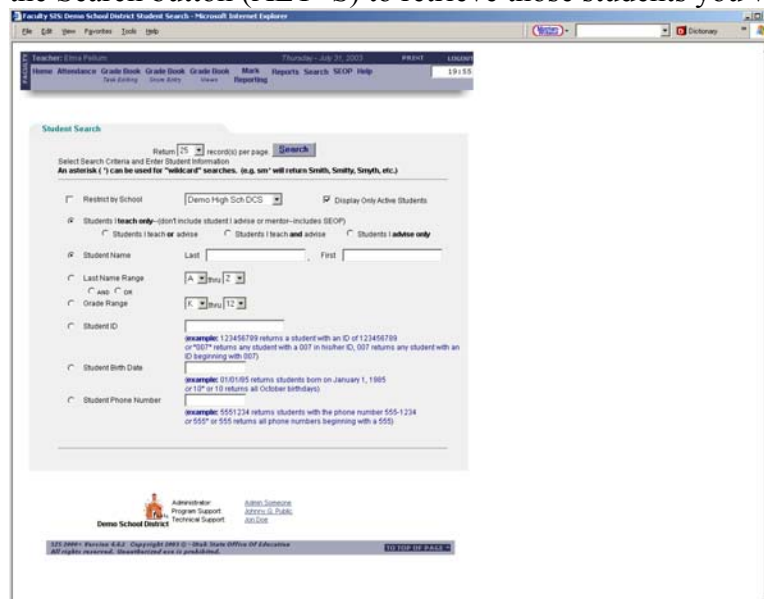

Figure 33

SEOP

The same Search page is used to view/edit SEOP data for those students for whom you are an SEOP advisor. Select the desired search criteria and click on the Search button (ALT+S) to retrieve those students you want (Figure34).
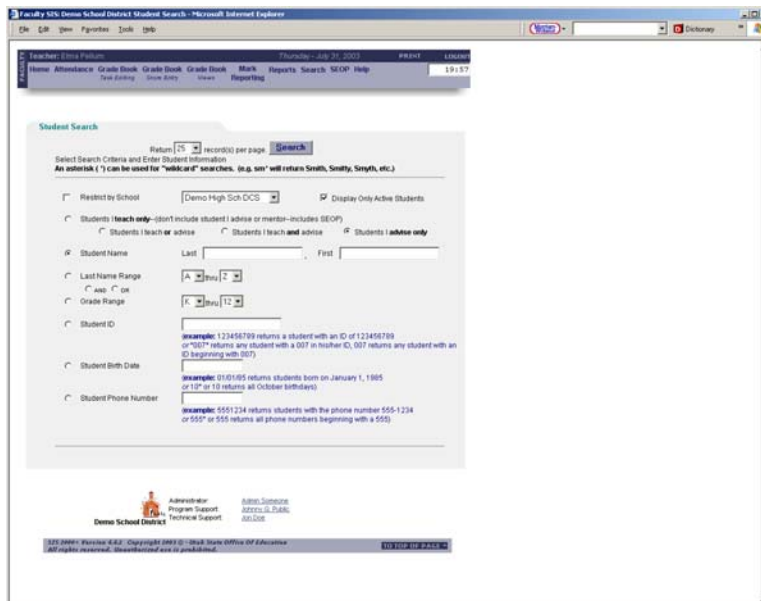
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Figure 34

Those students who are your SEOP advisees will show a green SEOP link to the right of their names (Figure 35). Click on that link to go to the SEOP pages.
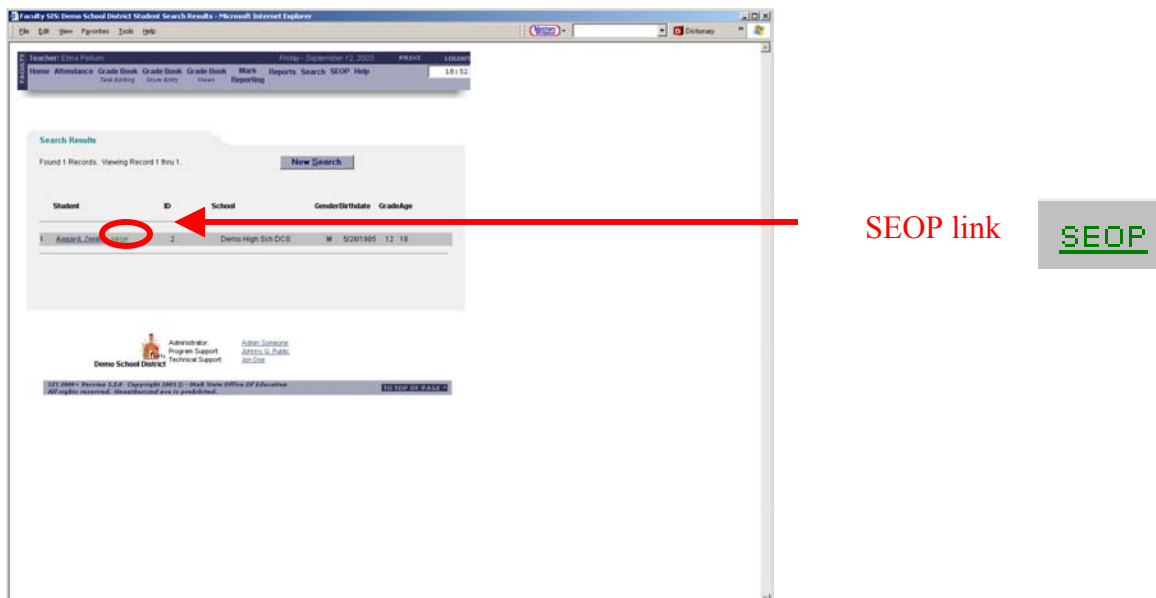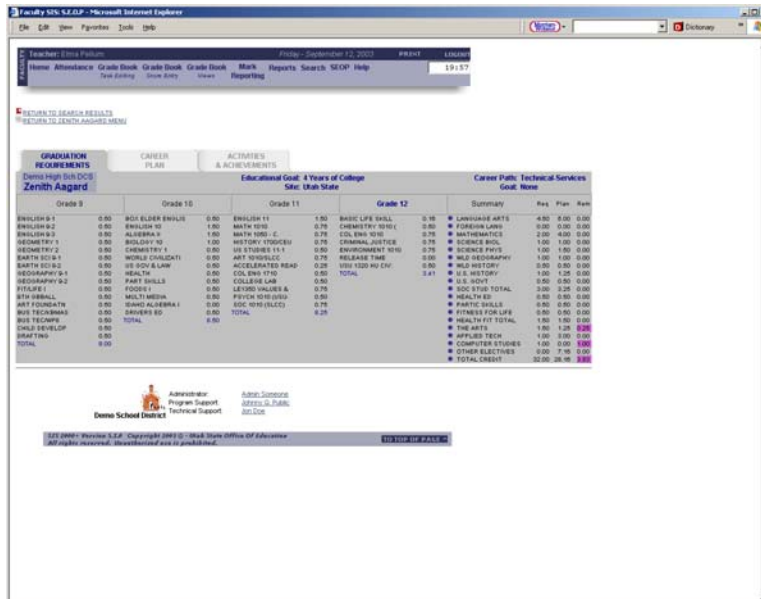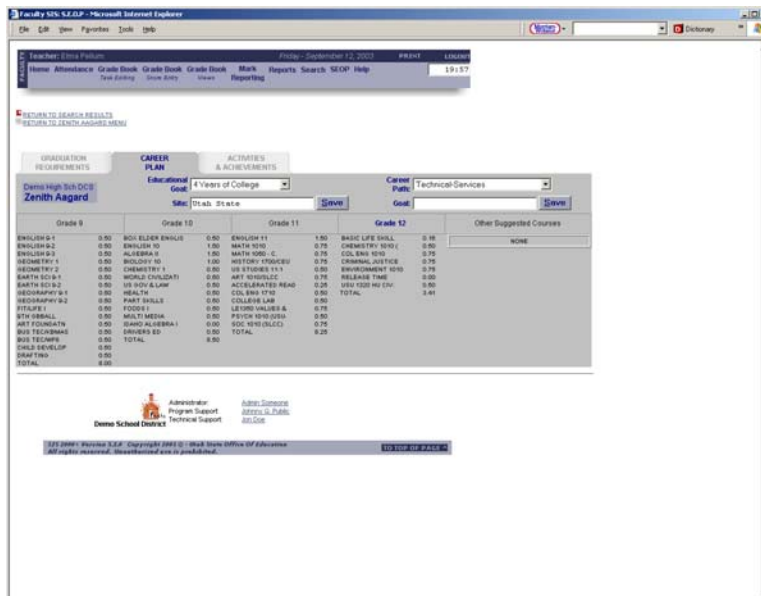

Figure 35

You will be directed to the Graduation Requirements page (Figure 36). The Graduation Requirements page gives both the detail and a summary of a student's academic progress toward meeting graduation requirements. In the four columns on the left are listed the courses already completed, those currently underway and those planned for the future. This page displays real time data of students' current standings. The summary on the right allows for quick assessment of graduation status by students, parents and counselors. Another function of the page is the adding or dropping of future classes. Displayed at the top of the page are the students' educational and career goals.

Figure 36

The Career Plan page (Figure 37) allows editing of the educational and career goals in addition to the ability to add or drop future classes. Each school can set their own unique educational and career goals. Courses at the school, which are recommended for each of the designated career goals, can then be linked to them. Those which are already part of the student's plan will be highlighted in the four columns on the left, while those not yet included in the student's plan, but which are recommended for the student's selected career goal will be listed in the column on the right for their consideration.

Figure 37

The Activities and Achievements page (Figure 38) is a place for students to document their experiences and accomplishments outside of the school curriculum. This information can be helpful to advisors who are helping them with future planning,

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administrators wanting to learn more about a particular student, or as an outline for a student resume.
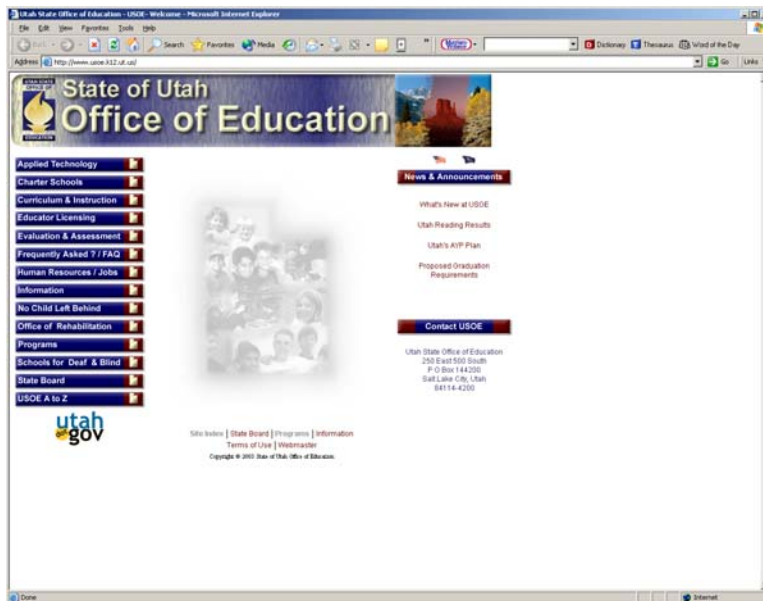

Figure 38

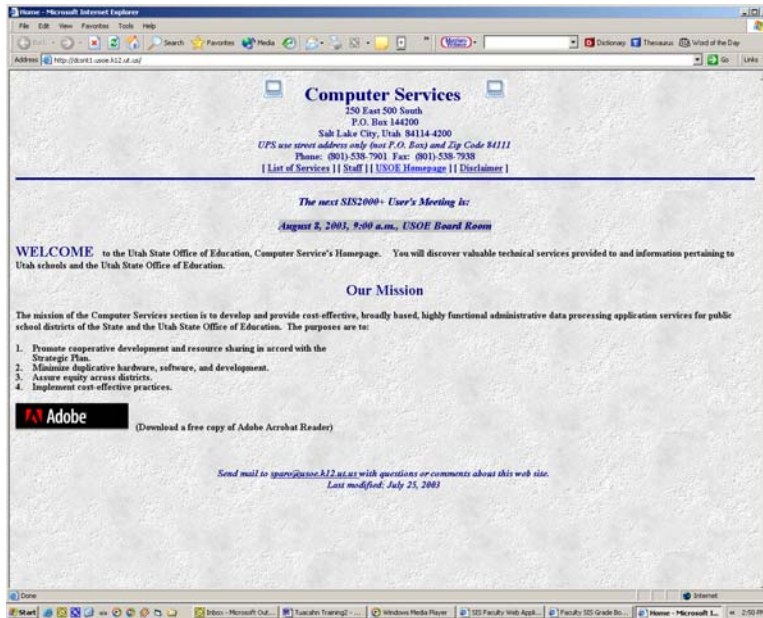## Help

Figure 39

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Figure 40
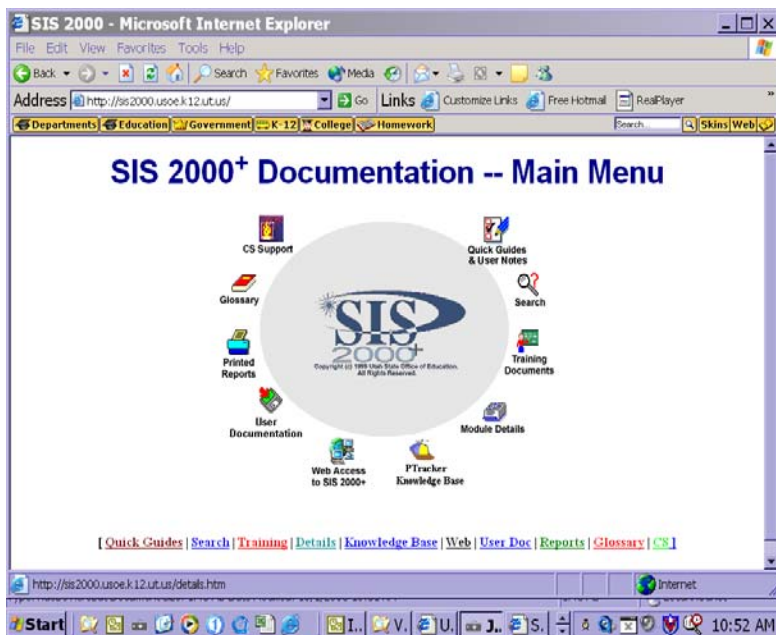

Figure 41

SIS2000+ Knowledge Base

Click here to access the SIS2000+ Knowledge Base that will give you information on known issues, work-arounds, and status of long-term solution.